

**CITY OF BRIDGEPORT**  
Job Description

**SENIOR ECONOMIC DEVELOPMENT ASSOCIATE**

**GENERAL STATEMENT OF DUTIES**

The senior Economic Development Associate manages major projects and initiatives for the Office of Planning and Economic Development.

**SUPERVISION RECEIVED**

Acts under the direction of the OPED Director and the Director of Economic Development.

**SUPERVISION EXERCISED**

Supervises, as assigned, Economic Development Division staff and other OPED staff on a project specific basis.

**ILLUSTRATIVE DUTIES**

1. Undertake project management duties and perform related tasks as assigned the OPED Director and Division Director.
2. Represent OPED in meeting and forums as directed.
3. Formulate project work plans; obtain necessary approvals for projects work plans.
4. Prepare project budgets; manage project finances.
5. Coordinate tasks and activities related to project implementation.
6. Supervise contractors and vendors to facilitate project implementation

**MINIMUM QUALIFICATIONS**

1. A minimum of eight years of responsible experience in an economic development redevelopment, or a real estate development capacity; demonstrated experience in project management roles.
2. A graduate degree in business administrative, public administrative or planning is required and may be substituted for 2 years of relevant experience.
3. A strong working knowledge of business finance, real estate development and city planning.
4. Formal training in economic development finance or commercial credit is required.

**SALARY RANGE: \$62,138**

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.